



Executive Director of Health, Safety and Environment  
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To: Homewood Campus Department Administrators

From: Perry Cooper, MS, CCHO  
Associate Director, Health, Safety & Environment

Judith Green McKenzie, MD, MPH,  
Executive Director for Health, Safety & Environment

Re: Incident and Injury Reporting and Investigations at Homewood Campus

Health Safety & Environment has an established Incident and Injury Reporting at Homewood Campus. We are writing to remind our employees and community members of the process to help ensure your safety, health and well-being. It is important to report and document all incidents that result in an injury so that we may appropriately evaluate and treat the injured persons and implement corrective action to prevent the reoccurrence of such incidents.

The process to report Incidents and injuries as well as to provide medical care as needed differs depending on each individual's status: employee, student or visitor.

**Employees and Paid Graduate Students:** Incidents and injuries must be reported to and be seen at Occupational Health Services @ Eastern (3301 E. 33<sup>rd</sup> St, Room C-160). The phone number is: 443-997-1700. The Incident Report form can be found here: <https://www.hopkinsmedicine.org/hse/forms/IncRpt.pdf>.

**Undergraduate and Unpaid Graduate Students:** Incidents and injuries must be reported to and be seen at the Student Health and Wellness Clinic located at Homewood Apartments. Please report there. The address is: 1 E 31<sup>st</sup> Street N200. The phone number is: 410-516-8270. Campus Public Safety will complete a Security report and notify the VP for Student Affairs and Health, Safety & Environment.

**Visitor Incidents and Injuries:** Incidents and injuries must be reported to Campus Public Safety. Campus Public Safety will complete an incident report and notify University Administration and Health, Safety & Environment. Medical treatment is provided at off-campus medical facilities.

**To request medical assistance at Homewood, please call Campus Public Safety: 410-516-7777.**

**First Aid:**

Emergency first aid services are provided by the Homewood Emergency Response Organization (HERO), Occupational Health Services, and Student Health & Wellness. HERO will respond to the scene of injury. Campus Public Safety will transport persons to the appropriate treating location, as needed. After business hours: injured persons will be transported to Union Memorial Hospital's emergency department for treatment beyond first aid.

**Severe or Life-Threatening Injuries:**

For all severe or life-threatening injuries or if the injured person is unconscious or unable to make decisions, call Campus Public Safety 410-516-7777 immediately for medical transport to a local hospital emergency department. Campus Public Safety will coordinate transport with Baltimore City Emergency 911 Services.

**Investigations**

Part of understanding the cause of an incident is to observe the scene intact. Do not disturb the scene more than necessary for immediate safety issues. HSE will respond to the scene to initiate a response to hazardous conditions. Once hazards are secured, HSE will investigate to determine the cause the incident, coordinate corrective actions with affected departments and report findings to the affected Department, Occupational Health and University Administration.

**Please contact the Homewood HSE office: 410-516-8798 if you have any questions.**